

**Archival Review: Send to the
American Heritage Center for Review**

Archival
Review

University of Wyoming

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Lending	ADM-ALM-04	CP	3	Retain 3 years after completion then destroy	No
<i>12/016 Library Records</i>					

General Management (GMT)

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
<i>12-013 Email Correspondence</i>					

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
<i>12/018 Publications</i>					

Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
<i>12-012 Annual Reports</i>					

Speeches and Presentations	ADM-GMT-24	CP	5	Retain 5 years after completion then destroy	Yes
<i>12-017 Presentations</i>					

12-019 Speaker Information

Employee Services (EMP)

Personnel Management (PER)

ADA Requests	EMP-PER-25	CP	5	Retain 5 years after completion then destroy	No
<i>New ADA Requests</i>					

Financial and Accounting (FIN)

Accounting Management (ACC)

Interdepartmental Requests	FIN-ACC-05	FYE	3	Retain 3 years after the fiscal year end then destroy	No
<i>12-015 Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					

University of Wyoming

Financial and Accounting (FIN)

Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>12-011 Annual Budget</i>					

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<i>12-014 Grant Proposals</i>					

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
<i>12-010 Advisory Board Records</i>					

College of Arts & Sciences

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Collection Management	ADM-ALM-02	PERM		Retain permanently	No
<i>10-026 Wyoming Folklife Collection</i>					

Buildings, Facilities and Infrastructure Management (BFI)

Maintenance and Repairs/Space Records	ADM-BFI-05	LOA	10	Retain for the Life of the Asset then destroy.	No
<i>12-033 Space Records</i>					

Maps, Drawings and Plans	ADM-BFI-06	LOA	10	Retain for 10 years after the Life of the Asset then d	Yes
<i>12-040 Building Blueprints</i>					

Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
<i>12-044 Class Schedule</i>					

Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
<i>12-030 UWYO Symphony Foundation Records</i>					

University of Wyoming

College of Arts & Sciences

Administration and Business Support (ADM)

Education (EDU)

Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
12-037 <i>General Files</i>					
12-050 <i>Academic Plan</i>					
Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
12-035 <i>Student Files</i>					
13-032 <i>Undergraduate Recitals</i>					

Equipment and Vehicle Management (EVM)

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
12-041 <i>Equipment Files</i>					

General Management (GMT)

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
12-027 <i>Concert Recordings</i>					
12-029 <i>Concert and Event Programs</i>					
12-042 <i>Conference/Events</i>					
13-033 <i>Graduate Recitals</i>					
Photographs and Visual Arts	ADM-GMT-16	CR	5	Retain 5 years after create date, then destroy	Yes
12-028 <i>Photographs</i>					
Reference Material	ADM-GMT-20	OBS	3	Retain 3 years after obsolete, then destroy	Yes
12-045 <i>Outside Publications</i>					
Surveys	ADM-GMT-25	CP	5	Retain 5 years after completion then destroy	Yes
12-031 <i>Surveys</i>					
Transitory Records	ADM-GMT-26	OBS/SUP	3	Retain 3 years after obsolete or superseded, then de	No
12-046 <i>Associations/Organizations Files</i>					

University of Wyoming

College of Arts & Sciences

Administration and Business Support (ADM)

Information Technology and Services (ITS)

Systems and Networks	ADM-ITS-07	SUP	5	Retain 5 years after superseded then destroy	No
<i>12-043 Computer Files</i>					

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Long Term	EMP-PER-22	CP	10	Retain 10 years after separation then destroy	No
<i>12-034 Personnel Activity Reports</i>					
<i>12-036 General Personnel Files</i>					
<i>12-038 Faculty Files</i>					
<i>12-039 Faculty Hiring Files</i>					

Financial and Accounting (FIN)

Accounting Management (ACC)

Donations	FIN-ACC-02	PERM		Retain permanently	Yes
<i>12-047 Budget - Donation History Files</i>					
Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>12-052 Accounting and Budget Records</i>					

Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>12-048 Budget - History Files</i>					

Investment Management (INV)

Endowments and Funds	FIN-INV-02	PERM		Retain permanently	Yes
<i>12-051 Foundation Account Records</i>					

University of Wyoming

College of Arts & Sciences

Governance and Compliance (GAC)

Accreditation and Certification (AAC)

Colleges and Universities	GAC-AAC-01	CP	5	Retain 5 years after completion then destroy	Yes
<i>12-032 Statistics</i>					
<i>12-049 Department Accreditation Files</i>					

College of Engineering

Administration and Business Support (ADM)

General Management (GMT)

Program and Project Files	ADM-GMT-18	CP	5	Retain 5 years after completion then destroy	Yes
<i>10-028 Office Records</i>					

Employee Services (EMP)

Personnel Management (PER)

Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
<i>10-029 Tenure and Promotion Packets</i>					
<i>10-030 Outside Letters of Recommendation for Tenure and Promotion</i>					

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>10-031 Faculty Search Records</i>					

Office of the President (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Program and Project Files	ADM-GMT-18	CP	5	Retain 5 years after completion then destroy	Yes
<i>00-037 General Files</i>					
Reference Material	ADM-GMT-20	OBS	3	Retain 3 years after obsolete, then destroy	Yes
<i>00-039 Publications</i>					

University of Wyoming

Office of the President (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Speeches and Presentations	ADM-GMT-24	CP	5	Retain 5 years after completion then destroy	Yes
<i>00-041 Speech/Trip Files</i>					

Employee Services (EMP)

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>00-034 Academic Search Records</i>					

Financial and Accounting (FIN)

Accounting Management (ACC)

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>00-040 Purchase Orders, Vouchers</i>					

Governance and Compliance (GAC)

Accreditation and Certification (AAC)

Colleges and Universities	GAC-AAC-01	CP	5	Retain 5 years after completion then destroy	Yes
<i>00-038 Professional Accreditation Records</i>					

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
<i>00-035 Board of Trustees Records</i>					
<i>00-036 Committee Meeting Records</i>					

Student Affairs (University of Wyoming)

Administration and Business Support (ADM)

Community and Public Relations (COM)

Awards	ADM-COM-01	CR	5	Retain 5 years after create date, then destroy	Yes
<i>13-006 Tobin/Spitaleri Awards</i>					

University of Wyoming

Student Affairs (University of Wyoming)

Administration and Business Support (ADM)

Education (EDU)

Issues and Concerns	ADM-EDU-08	CP	5	Retain 5 years after completion then destroy	No
<i>13-017 Student Issue records; staff concerns</i>					
Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
<i>13-004 Comprehensive Program Reviews</i>					
<i>13-009 Cowboy Parents & APUW Files</i>					
Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<i>01-261 Graduate Practicum and Post-Doctoral Resident Records</i>					

General Management (GMT)

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
<i>13-002 MLK Days of Dialogue</i>					
<i>13-012 Family Weekend Files</i>					
Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
<i>13-001 Planning Documents</i>					
Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
<i>13-021 Publications</i>					
Reference Material	ADM-GMT-20	OBS	3	Retain 3 years after obsolete, then destroy	Yes
<i>13-008 Reference Documents</i>					
Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
<i>13-022 Annual Reports</i>					
Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>13-003 Trustees Documents</i>					
Surveys	ADM-GMT-25	CP	5	Retain 5 years after completion then destroy	Yes
<i>13-018 Assessments and Surveys</i>					

University of Wyoming

Student Affairs (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Retain 3 years after obsolete or superseded, then de	No
<i>13-016 General Files A-Z</i>				

Employee Services (EMP)

Personnel Management (PER)

Leave Records/UW Tenure & Promotions	EMP-PER-10	CP 3	Retain 3 years after completion then destroy	No
<i>13-025 Vacation/Sick Leave Records and Time Cards</i>				

Personnel Files - Short Term	EMP-PER-14	TE 5	Retain 5 years after separation then destroy	No
<i>13-019 Personnel Records - Office of the Vice President</i>				
<i>13-020 Personnel Records - Division staff</i>				

Student Employment	EMP-PER-16	TE 5	Retain 5 years after separation then destroy	No
<i>01-262 Student Personnel and Payroll Records</i>				

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE 3	Retain 3 year after calendar year end then destroy	No
<i>13-015 Search Files</i>				

Financial and Accounting (FIN)

Accounting Management (ACC)

Reports - Accounting	FIN-ACC-10	FYE 5	Retain 5 years after the fiscal year end then destroy	No
<i>13-023 IDRs, POs, Invoices, Vouchers</i>				
<i>13-024 Accounting and Budget Records</i>				

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP 10	Retain 10 years after completion then destroy	No
<i>13-005 College Access Challenge Grant</i>				
<i>13-013 Chief Washakie Scholarship Files</i>				

University of Wyoming

Student Affairs (University of Wyoming)

Financial and Accounting (FIN)

Investment Management (INV)

Endowments and Funds		FIN-INV-02	PERM	Retain permanently		Yes
13-007	<i>Foundation Reports</i>					
13-010	<i>Endowment Files</i>					
13-014	<i>Northern Arapaho Endowment Files</i>					

Legal and Judiciary (LGL)

Contract Management (CTR)

General		LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
13-011	<i>Contracts</i>					

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Management		PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
96-010	<i>Client Counseling Files</i>					

Student Health (University of Wyoming)

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Short Term		EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
02-426	<i>Pre-Employment Medical Examinations - Staff</i>					

Public Health Services (PHS)

Hospital and Medical (HAM)

Immunization/Vaccination Reporting		PHS-HAM-23	CP	3	Retain 3 years after completion then destroy	No
02-360	<i>Measles, Mumps and Rubella Vaccination Form</i>					
Patient Management		PHS-HAM-17	CP	10	Retain 10 years after completion then destroy	No
14806	<i>X-Ray Films</i>					

University of Wyoming

Student Health (University of Wyoming)

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Records - Adults		PHS-HAM-18	CP	7	Retain 7 years after completion then destroy	No
16076	Student Patient Files					
16077	Student Psychiatric Files					

Vice President and Chief Information Officer (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records		ADM-GMT-26	OBS/SUP3		Retain 3 years after obsolete or superseded, then de	No
97-059	Telephone Records					

Vice President for Academic Affairs (University of Wyoming)

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Acquisitions and Decommissions		ADM-ALM-01	CP	4	Retain 4 years after completion then destroy	Yes
01-215	New Book List					
Collection Management		ADM-ALM-02	PERM		Retain permanently	No
00-194	Collection Case Files					
00-197	Master Copy of Archival Inventories					
00-201	Research Lead Cards					
00-286	Climate Station Reports					
01-226	Deaccession Records					
01-227	Holdings Information					
01-232	Historical Records					
02-410	Collection Photographs and Slides					
02-411	Collection Records					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Collection Management	ADM-ALM-02	PERM		Retain permanently	No
<i>02-414 Exhibition Records</i>					
<i>99-049 Oral History Audio Tapes</i>					
Lending	ADM-ALM-04	CP	3	Retain 3 years after completion then destroy	No
<i>01-090 Audio-Visual Materials and Book Rental Forms</i>					
<i>01-214 Inter-Library Loan Records</i>					
<i>01-216 Overdue Records</i>					
Patron Management	ADM-ALM-05	CP	3	Retain 3 years after completion then destroy	No
<i>00-200 Researcher Records</i>					
<i>01-217 Patron Records</i>					

Community and Public Relations (COM)

Awards	ADM-COM-01	CR	5	Retain 5 years after create date, then destroy	Yes
<i>00-029 Awards Records</i>					
Programs	ADM-COM-05	CP	5	Retain 5 years after completion then destroy	Yes
<i>01-115 Membership Records</i>					
<i>05-289 Women with Disabilities Initiative - Program Records</i>					
Publications	ADM-COM-06	CR	5	Retain 5 years after create date, then destroy	Yes
<i>03-198 Public Relations Records - Departmental Newsletter</i>					
Publicity and Promotion	ADM-COM-07	CR	5	Retain 5 years after create date, then destroy	Yes
<i>03-199 Public Relations - Photographs and Negatives</i>					
<i>97-056 Publicity Records</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Administration and Business Support (ADM)

Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
00-043	<i>Course Grade Books</i>				
01-073	<i>Grade Collection Forms</i>				
01-084	<i>Credit by Examination Records</i>				
01-093	<i>Conference and Noncredit Class Registrations</i>				
01-095	<i>Course Organization and Request Forms</i>				
01-096	<i>Course Records</i>				
01-098	<i>Extended Degree Program</i>				
01-099	<i>Off-campus Credit Courses</i>				
01-104	<i>Course Records</i>				
01-175	<i>Course Grade Books</i>				
01-176	<i>Course Records</i>				
01-178	<i>Examinations and Test Booklets (aka Blue Books)</i>				
01-199	<i>Continuing Legal Education Programs</i>				
01-206	<i>American Bar Association Self-Study</i>				
01-208	<i>Center for Computer-Assisted Legal Instruction (CALI) Statistics</i>				
02-413	<i>Education Program Records</i>				
05-263	<i>Assistance in Understanding - Handbooks</i>				
05-264	<i>Assistance in Understanding - Training Materials</i>				
05-268	<i>Community Education Program - Effective Partners investing in Children Program Records - Subject Files. (Includes correspondence, contracts, agreements, budgets, etc.)</i>				

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Administration and Business Support (ADM)

Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
05-269	<i>Community Education Program - Effective Partners investing in Children Program Records. (Includes training materials for parents and teachers.)</i>				
05-270	<i>Community Education Program - Partners in Policymaking Program Records</i>				
05-271	<i>Community Education Program - Partners in Policymaking - Training Materials</i>				
05-284	<i>Courses - Course Records. (Includes syllabi, tests, handouts, and other material documenting course offerings and content.)</i>				
05-285	<i>Disability Studies - Course Records. (Includes syllabi, tests, handouts, and other material documenting course offerings and content.)</i>				
05-286	<i>Family Science Credentialing Project - Course Records. (Includes syllabi, tests, handouts, and other material documenting course offerings and content.)</i>				
Enrollment	ADM-EDU-04	CP	5	Retain 5 years after withdrawal or graduation then	No
01-092	<i>Enrollment and Withdrawal forms</i>				
97-054	<i>Enrollment Records</i>				
Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
00-031	<i>Freshman Interest Group Records</i>				
00-033	<i>University Studies Program Records</i>				
01-068	<i>Academic Program Administrative Records</i>				
01-083	<i>Academic Program Administrative Records</i>				
01-230	<i>Serials Records</i>				
01-234	<i>Western Trial Advocacy Institute Records</i>				
05-274	<i>WIND Family Support Network - Program Records</i>				
05-276	<i>Wyoming New Options in Technology - Outreach Materials</i>				

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Administration and Business Support (ADM)

Education (EDU)

Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
<i>05-277 Wyoming New Options in Technology - Program Records</i>					
<i>05-278 Wyoming New Options in Technology - Training Materials</i>					
<i>05-280 Wyoming Core Indicators Program Records</i>					
<i>05-281 Wyoming Early Start Project Program Records</i>					
<i>05-283 Wyoming Lions Early Childhood Vision Project Training Materials</i>					
<i>05-287 Head Start State Collaboration Project - Program Records</i>					
<i>05-290 Wyoming Collaborative Mentorship Academy - Program Records</i>					
<i>97-166 University College Files</i>					
<i>98-004 National Science Foundation Financial Accounts (a.k.a. 5 Accounts)</i>					

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<i>00-283 Student Records</i>					
<i>01-022 Student Records</i>					
<i>01-079 Student Records</i>					
<i>01-082 Thesis</i>					
<i>01-105 Student Records</i>					
<i>01-106 Student Tracking Records</i>					
<i>01-177 Current Student Records</i>					
<i>01-183 Student Advising Records</i>					
<i>01-184 Student Grades</i>					
<i>01-185 Student Photographs</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Administration and Business Support (ADM)

Education (EDU)

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<i>01-220 Student Work Records</i>					
<i>02-356 Student Records</i>					
<i>02-445 Student Records</i>					
<i>03-168 Student Records</i>					
<i>03-169 Student Summary Report of Clinical Clock Hours</i>					
<i>06-011 Student Records</i>					
<i>06-040 Student Records</i>					
<i>07-037 Student Records</i>					
<i>12832 Students' Final Examinations (These records are the examinations administered at the end of the semester, which were not returned to the students.)</i>					
<i>97-057 Student Records</i>					
<i>98-002 Graduate Student Records</i>					
<i>98-011 Undergraduate Student Records</i>					
<i>99-006 Student Records and Tracking</i>					
<i>99-052 Student Records</i>					

Student Transcripts - Colleges	ADM-EDU-13	CP	0	Retain permanently	No
<i>01-179 Former Student Records</i>					

General Management (GMT)

Associations and Memberships	ADM-GMT-01	OBS	5	Retain 5 years after obsolete then destroy	Yes
<i>01-245 University Faculty Association Records</i>					
<i>01-264 Colorado Alliance of Research Libraries Records</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Associations and Memberships	ADM-GMT-01	OBS	5	Retain 5 years after obsolete then destroy	Yes
------------------------------	------------	-----	---	--	-----

<i>98-015</i>	<i>University of Wyoming Student Chapter of the American Society of Civil Engineers</i>				
---------------	---	--	--	--	--

Calendars and Schedules	ADM-GMT-02	OBS	5	Retain 5 years after obsolete then destroy	No
-------------------------	------------	-----	---	--	----

<i>01-269</i>	<i>Staff Calendars</i>				
---------------	------------------------	--	--	--	--

Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
--------------------------	------------	----	---	--	-----

<i>00-271</i>	<i>Correspondence Files</i>				
---------------	-----------------------------	--	--	--	--

<i>01-091</i>	<i>Correspondence</i>				
---------------	-----------------------	--	--	--	--

<i>01-223</i>	<i>Bindery Correspondence</i>				
---------------	-------------------------------	--	--	--	--

<i>01-239</i>	<i>Correspondence</i>				
---------------	-----------------------	--	--	--	--

<i>01-240</i>	<i>Elections (Series contains correspondence with candidates, their vitae & candidacy statements, & ballots & tallies of election of faculty members to the positions of chair-elect, secretary, & member-at-large.)</i>				
---------------	--	--	--	--	--

<i>01-265</i>	<i>Correspondence</i>				
---------------	-----------------------	--	--	--	--

<i>02-206</i>	<i>Correspondence, Administrative</i>				
---------------	---------------------------------------	--	--	--	--

<i>05-255</i>	<i>Correspondence</i>				
---------------	-----------------------	--	--	--	--

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
------------------	------------	----	---	--	-----

<i>01-116</i>	<i>Pledge Forms and Remittance Cards</i>				
---------------	--	--	--	--	--

<i>01-174</i>	<i>Commencement Records</i>				
---------------	-----------------------------	--	--	--	--

<i>01-181</i>	<i>Orientation Records</i>				
---------------	----------------------------	--	--	--	--

<i>01-201</i>	<i>Videotapes of Lecturers</i>				
---------------	--------------------------------	--	--	--	--

<i>02-415</i>	<i>Gala Ball Records</i>				
---------------	--------------------------	--	--	--	--

<i>02-419</i>	<i>Special Events Records</i>				
---------------	-------------------------------	--	--	--	--

<i>97-159</i>	<i>University Centennial Campaign</i>				
---------------	---------------------------------------	--	--	--	--

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
<i>99-053 Video Interviews of Graduating Seniors</i>					
Historical	ADM-GMT-08	PERM		Retain permanently	No
<i>97-163 Review of Deans Position Records</i>					
Photographs and Visual Arts	ADM-GMT-16	CR	5	Retain 5 years after create date, then destroy	Yes
<i>03-200 Field Photographs</i>					
Planning and Development	ADM-GMT-17	CR	5	Retain 5 years after create date, then destroy	Yes
<i>03-193 Development Records - Donor Files</i>					
<i>03-194 Development Records - Funding Proposals</i>					
<i>03-195 Development Records - Subject Files</i>					
Program and Project Files	ADM-GMT-18	CP	5	Retain 5 years after completion then destroy	Yes
<i>00-192 Administrative Records</i>					
<i>00-279 Program Files</i>					
<i>97-167 Subject Files</i>					
<i>99-004 Office Records</i>					
Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
<i>00-032 Publications</i>					
<i>00-044 Departmental Newsletter</i>					
<i>00-288 Newsletter</i>					
<i>01-076 Publications</i>					
<i>01-192 Publications</i>					
<i>01-198 Brochures</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
<i>01-200</i> <i>Newsletter</i>					
<i>01-235</i> <i>Wyoming Law Review Records</i>					
<i>01-268</i> <i>Publications (Non-Record Copies)</i>					
<i>02-418</i> <i>Publications</i>					
<i>05-259</i> <i>Publications</i>					
Reference Material	ADM-GMT-20	OBS	3	Retain 3 years after obsolete, then destroy	Yes
<i>00-287</i> <i>National Climatological Data Center and National Oceanographic and Atmospheric Administration Publications.</i>					
<i>01-211</i> <i>LegalTrac Records</i>					
<i>6942</i> <i>Reference Material - Journals and Periodicals</i>					
Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
<i>00-270</i> <i>Annual Reports</i>					
Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>01-189</i> <i>Faculty Committee records</i>					
<i>01-238</i> <i>Committee Records</i>					
<i>01-266</i> <i>Institutional Administrative Technology Advisory Committee Records</i>					
<i>02-417</i> <i>National Advisory Board of the UW Art Museum Records</i>					
<i>99-045</i> <i>Committee to Establish Womens Studies Department Records</i>					
<i>99-050</i> <i>Scrapbooks</i>					
Research	ADM-GMT-23	CP	5	Retain 5 years after completion then destroy	Yes
<i>00-280</i> <i>Research Project Records</i>					
<i>00-290</i> <i>Research Request Forms</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Research	ADM-GMT-23	CP	5	Retain 5 years after completion then destroy	Yes
----------	------------	----	---	--	-----

01-207 American Bar Association Statistics

01-233 Legal Research Service Records

Transitory Records	ADM-GMT-26	OBS/SUP3	Retain 3 years after obsolete or superseded, then de	No
--------------------	------------	----------	--	----

00-042 Activity Report Forms

00-045 Directors Subject Files

00-284 Student Score Sheets

00-291 Water and Hydrology Reports and Off-prints

01-080 Student Score Sheets

01-100 Regional Offices Records

01-173 Class Scheduling and Exam Records

01-180 General Bulletins and Class Schedules

01-188 Administrative Program Records

01-197 Alumni Employment Surveys and Final Summary Report

01-205 UW Foundation Subject Files

01-209 Directors Subject Files

01-212 After Hours Sign-In

01-213 Circulation Records

01-218 Reference Statistics

01-219 Reserve Records

01-221 Study Room Records

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Retain 3 years after obsolete or superseded, then de	No
01-224				
<i>Bindery Slips</i>				
01-225				
<i>Cataloging Statistics</i>				
01-242				
<i>Monthly Accounting Report</i>				
01-243				
<i>Senate Replacements</i>				
01-244				
<i>Subject Files</i>				
01-263				
<i>Administrative Program Records</i>				
03-192				
<i>Administrative Records - Historical Records</i>				
05-254				
<i>Administrative Program Records</i>				
05-437				
<i>Graduate Student Unsuccessful Applicant Records</i>				
06-091				
<i>Daily Financial Batches</i>				
06-095				
<i>Monthly Financial Records</i>				
07-142				
<i>Credit by Examination Records</i>				
97-055				
<i>Office Records</i>				
97-170				
<i>Inactive Student Files</i>				
97-171				
<i>Graduated Student Files</i>				
97-172				
<i>Administrators Subject Files</i>				
97-173				
<i>Fiscal Year Files</i>				
98-005				
<i>Office Records</i>				
98-009				
<i>Telephone Billings</i>				
99-046				
<i>Directors Subject Files</i>				

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records		ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then de	No
<i>99-051</i>	<i>Speakers Files</i>				
<i>99-114</i>	<i>Student Score Sheets</i>				

Information Technology and Services (ITS)

Backup and Restore		ADM-ITS-02	ROT	Rotate tapes per schedule and destroy when useful l	No
<i>05-291</i>	<i>Connect Wyoming Database</i>				
Databases		ADM-ITS-03	OBS 3	Retain until obsolete, then destroy	No
<i>00-289</i>	<i>Program Records - Electronic Data Base</i>				
<i>05-267</i>	<i>Community Education Program - Wyoming Employment Systems Development Project Database</i>				
<i>05-292</i>	<i>Victims of Crime Resource Guide Database</i>				
Help Desk		ADM-ITS-04	CP 2	Retain 2 years after completion then destroy	No
<i>01-102</i>	<i>Technical Support Records</i>				
Systems and Networks		ADM-ITS-07	SUP 5	Retain 5 years after superseded then destroy	No
<i>01-210</i>	<i>Integrated Library System Records</i>				
<i>01-267</i>	<i>Integrated Library System Records</i>				
Web Management		ADM-ITS-08	CR 3	Destroy 3 years after create date	Yes
<i>01-202</i>	<i>Web Site</i>				
<i>02-359</i>	<i>Web Site</i>				
<i>02-421</i>	<i>Web Site</i>				
<i>05-262</i>	<i>Web Site</i>				

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Employee Services (EMP)

Personnel Management (PER)

Grievances and Investigations	EMP-PER-07	CP	7	Retain 7 years after completion then destroy	No
<i>97-158 Faculty Grievance Files</i>					
Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
<i>02-212 Tenure and Promotion Packets</i>					
<i>97-160 Sabbatical Requests</i>					
Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<i>00-198 Personnel Records</i>					
<i>00-272 Faculty Personnel Records</i>					
<i>00-277 Personnel Activity Reports (aka PARs)</i>					
<i>00-278 Personnel Record & Recommendation Form & Personnel/ Payroll Record - Benefitted and Non-Benefitted (aka PRR and PPR)</i>					
<i>00-281 Staff Personnel Records</i>					
<i>00-285 Tenure and Promotion Packets</i>					
<i>01-070 Faculty Personnel Records</i>					
<i>01-074 Instructor Evaluation Forms</i>					
<i>01-077 Staff Personnel Records</i>					
<i>01-078 Staff Personnel and Payroll Records</i>					
<i>01-081 Tenure and Promotion Packets</i>					
<i>01-085 Faculty Personnel Records</i>					
<i>01-087 Staff Personnel Records</i>					
<i>01-089 Tenure and Promotion Packets</i>					
<i>01-117 Staff Personnel Records</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
01-190	<i>Faculty Personnel Records</i>				
01-195	<i>Staff Personnel Records</i>				
01-196	<i>Tenure and Promotion Packets</i>				
01-270	<i>Tenure and Promotion Records</i>				
02-207	<i>Faculty Personnel Records</i>				
02-211	<i>Staff Personnel Files</i>				
02-235	<i>Faculty Personnel Records</i>				
02-352	<i>Faculty Personnel Records</i>				
02-355	<i>Staff Personnel Records</i>				
02-358	<i>Tenure and Promotion Packets</i>				
02-420	<i>Staff Personnel Records</i>				
02-441	<i>Faculty Personnel Records</i>				
02-443	<i>Staff Personnel Records</i>				
03-127	<i>Instructor Evaluation Forms</i>				
03-197	<i>Personnel Records - Awards and Nominations</i>				
05-260	<i>Staff Personnel Records</i>				
05-436	<i>Transcribed and Scanned Instructor Evaluation Forms</i>				
06-007	<i>Faculty Personnel Records</i>				
06-009	<i>Staff Personnel Records</i>				
06-034	<i>Faculty Personnel Records</i>				

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<i>06-038</i>					
<i>Staff Personnel Records</i>					
<i>07-034</i>					
<i>Faculty Personnel Records</i>					
<i>07-035</i>					
<i>Instructor Evaluation Forms</i>					
<i>07-036</i>					
<i>Staff Personnel Records</i>					
<i>97-162</i>					
<i>Outside Letters of Recommendation For Tenure and Promotion.</i>					
<i>97-169</i>					
<i>Faculty and Staff Personnel Files</i>					
<i>98-001</i>					
<i>Faculty Records</i>					
<i>98-006</i>					
<i>Personnel Activity Reports</i>					
<i>98-010</i>					
<i>Tenure and Promotion Packets</i>					
<i>99-047</i>					
<i>Faculty Records</i>					
<i>99-113</i>					
<i>Instructor Evaluation Forms</i>					

Student Employment	EMP-PER-16	TE	5	Retain 5 years after separation then destroy	No
<i>00-282</i>					
<i>Student Personnel and Payroll Records</i>					
<i>01-021</i>					
<i>Student Personnel and Payroll Records</i>					
<i>02-357</i>					
<i>Student Personnel Records</i>					
<i>02-444</i>					
<i>Student Personnel Records</i>					
<i>05-261</i>					
<i>Student Personnel Records</i>					
<i>06-010</i>					
<i>Student Personnel Records</i>					
<i>06-041</i>					
<i>Student Personnel Records</i>					
<i>98-008</i>					
<i>Student Personnel and Payroll Records</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Employee Services (EMP)

Personnel Management (PER)

Time and Attendance	EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
<i>00-046 Time and Leave Slips</i>					

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>00-195 Faculty Position Search Records</i>					
<i>00-273 Faculty Search Records</i>					
<i>01-071 Faculty Search Records</i>					
<i>01-182 Recruitment Records</i>					
<i>01-194 Search Committee Records</i>					
<i>02-234 Academic Search Records</i>					
<i>04-184 Faculty Position Search Records</i>					
<i>05-258 Position Search Records</i>					
<i>06-035 Faculty Position Search Records</i>					
<i>06-036 Graduate Student Applicant Records</i>					
<i>07-038 Unsuccessful Position Applications</i>					
<i>99-003 Faculty Search Records</i>					

Training Management (TRM)

Course Management	EMP-TRM-01	CP	3	Retain 3 years after completion then destroy	No
<i>05-288 Trainee Program - Program Records</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables		FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>00-047</i>	<i>Vouchers and Inter-departmental Requests</i>					
<i>01-097</i>	<i>Credit Card Charges and Cash Receipts</i>					
<i>01-107</i>	<i>Credit Card Charges and Cash Receipts</i>					
<i>02-422</i>	<i>Credit Card Receipts</i>					
<i>New</i>	<i>Budget and Accounting Records/Payables (formerly part of 99-002)</i>					
Accounts Receivable and Revenue		FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>02-350</i>	<i>Academic Program Administrative Records</i>					
<i>02-423</i>	<i>Daily Sales Report</i>					
<i>06-096</i>	<i>Receipt Books</i>					
Interdepartmental Requests		FIN-ACC-05	FYE	3	Retain 3 years after the fiscal year end then destroy	No
<i>00-199</i>	<i>Purchase Orders, Invoices, Inter-Departmental Requests and Vouchers</i>					
<i>00-276</i>	<i>Inter Departmental Financial Accounts (aka state accounts)</i>					
<i>01-075</i>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
<i>01-191</i>	<i>Inter-Departmental Requests, Invoices, Purchases Orders, and Vouchers</i>					
<i>01-241</i>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
<i>02-210</i>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
<i>02-354</i>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
<i>02-416</i>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
<i>05-257</i>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
<i>97-161</i>	<i>Supply and Travel Vouchers and Inter-Departmental Requests</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Financial and Accounting (FIN)

Accounting Management (ACC)

Interdepartmental Requests	FIN-ACC-05	FYE	3	Retain 3 years after the fiscal year end then destroy	No
----------------------------	------------	-----	---	---	----

98-003 *Inter-Departmental Financial Accounts (a.k.a. 4 Accounts)*

99-002 *Budget and Accounting Records/Interdepartmental Requests (This also relates to 00-040)*

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
----------------------	------------	-----	---	---	----

00-193 *Budget and Accounting Records*

01-069 *Accounting and Budget Records*

01-088 *Telephone Billings*

01-108 *Financial records, Trial balances and Reports*

01-113 *Financial records, Trial Balances and Reports*

01-186 *Accounting and Budget Records*

01-222 *Accounting and Budget Records*

01-229 *Offers List*

02-205 *Accounting and Budget Records*

02-409 *Accounting and Budget Records*

02-425 *Monthly Summary Report*

06-039 *State Financial Accounts*

06-092 *Nursing Home Charges*

06-093 *Hospital Charges*

06-094 *Insurance Payment Batches*

07-033 *Accounting and Budget Records*

97-058 *Financial Records*

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Financial and Accounting (FIN)

Accounting Management (ACC)

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>98-007 State and Local Financial Accounts (a.k.a. 2 Accounts)</i>					
<i>99-005 Statement of Accounts</i>					
<i>99-048 Financial Records</i>					
<i>New Budget and Accounting Records/Accounting Reports (formerly part of 99-002)</i>					

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>02-424 Inventory</i>					

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>01-111 Deposit Records for Membership, Underwriting and Grants</i>					

Budget Management (BUD)

Annual	FIN-BUD-01	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>02-351 Accounting and Budget Records</i>					
<i>99-044 Budget and Accounting Records</i>					
Workpapers	FIN-BUD-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>01-103 Accounting Records</i>					

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<i>00-196 Grant Records</i>					
<i>00-274 Federal / State Financial Records (aka grants)</i>					
<i>01-114 Grant Applications</i>					
<i>02-208 Grant Records</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<i>02-353 Grant Records</i>					
<i>02-442 Grant Records</i>					
<i>03-191 Accounting Records - Grant Records</i>					
<i>05-256 Grant Records</i>					
<i>05-265 Disability & Business Technical Assistance Center - Grant Records</i>					
<i>05-266 Community Education Program - Grant Records</i>					
<i>05-272 Sports and Outdoor Assistive Recreation Grant Records</i>					
<i>05-273 Unlocking the Door to Learning Grant Records</i>					
<i>05-275 Wyoming New Options in Technology - Community Grants</i>					
<i>05-282 Wyoming Lions Early Childhood Vision Project Database</i>					
<i>06-008 Grant Records</i>					
<i>06-037 Grant Records</i>					
Scholarships	FIN-GRM-03	CP	3	Retain 3 years after completion then destroy	Yes
<i>01-101 Scholarships</i>					
<i>01-193 Scholarships</i>					
<i>01-204 Scholarships</i>					
<i>03-196 Development Records - Scholarships</i>					
Investment Management (INV)	FIN-INV-02	PERM		Retain permanently	Yes
<i>01-203 Donor Files</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Financial and Accounting (FIN)

Procurement (PRO)

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
<i>01-086 Inter-Departmental Requests, Purchase Orders and Vouchers</i>					
<i>01-109 Inter-Departmental Requests, Purchase Orders, Invoices, and Vouchers</i>					

Governance and Compliance (GAC)

Accreditation and Certification (AAC)

Colleges and Universities	GAC-AAC-01	CP	5	Retain 5 years after completion then destroy	Yes
<i>01-187 Accreditation Records</i>					
<i>97-165 College Accreditation Reviews/Self-Studies</i>					

Audit, Oversight and Compliance (AOC)

Federal Programs and Reporting	GAC-AOC-03	CP	5	Retain 5 years after completion then destroy	Yes
<i>01-072 Government Research Bureau Records</i>					

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
<i>00-030 Committee Meeting Records</i>					
<i>01-236 Agenda and Minutes of Meetings</i>					

Legislation and Regulation Management (LRM)

General	GAC-LRM-07	SUP	5	Retain 5 years after superseded then destroy	Yes
<i>01-237 Bills and Resolutions</i>					

Legal and Judiciary (LGL)

Contract Management (CTR)

Capital Improvement	LGL-CTR-01	LOA	10	Retain 10 years after the Life of the Asset then destr	Yes
<i>01-094 Contracts and Agreements Records</i>					
General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
<i>01-110 Personal Services / Small Project Contracts</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Legal and Judiciary (LGL)

Contract Management (CTR)

General		LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
<i>01-118</i>	<i>Underwriting Contracts and Associated Materials</i>					
<i>02-412</i>	<i>Contracts</i>					

Legal Matter Management (LMM)

Hearings and Appeals		LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
<i>07-149</i>	<i>Graduate Student Appeals Board Records</i>					
<i>97-164</i>	<i>Tenure and Promotion Dispute Records</i>					

Licensing and Registration (LAR)

Federal Communications Commission		LGL-LAR-19	EXP	8	Retain 8 years after expiration then destroy	No
<i>01-112</i>	<i>Federal Communications Commission Public File Records and Station Logs</i>					

Natural Resource Management (NRM)

Animal and Livestock Management (ALS)

Case Files - Veterinarian		NRM-ALS-01	CP	5	Retain 5 years after completion then destroy	Yes
<i>02-214</i>	<i>Veterinarian Case Files</i>					
Disease Management		NRM-ALS-05	PERM		Retain Permanently	No
<i>02-209</i>	<i>Histopath Slides</i>					
<i>02-213</i>	<i>Tissue Samples</i>					
<i>11-014</i>	<i>Accession Records</i>					

Public Health Services (PHS)

Hospital and Medical (HAM)

Admissions		PHS-HAM-01	PERM		Retain permanently	Yes
<i>01-172</i>	<i>Admission Records</i>					

University of Wyoming

Vice President for Academic Affairs (University of Wyoming)

Public Health Services (PHS)

Hospital and Medical (HAM)

Drugs and Controlled Substances	PHS-HAM-07	CR	5	Retain 5 years after create date, then destroy	No
<i>03-126 Drug Information Center Requests</i>					
Patient Records - Adults	PHS-HAM-18	CP	7	Retain 7 years after completion then destroy	No
<i>06-003 Active Patient Files, Child and Adult</i>					
<i>06-004 Corporate Accounts Patient Files</i>					
<i>06-005 Deceased Patient Files, Child and Adult</i>					
<i>06-006 Nursing Home Patient Files</i>					
<i>91-136 Client Files, Child and Adult</i>					
<i>91-137 Client Files, Child and Adult Deceased</i>					
Programs	PHS-HAM-21	CP	7	Retain 7 years after completion then destroy	Yes
<i>01-231 Clinical Programs</i>					
<i>05-279 Early Hearing Detection and Intervention Program Records</i>					

Vice President for Administration (University of Wyoming)

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Acquisitions and Decommissions	ADM-ALM-01	CP	4	Retain 4 years after completion then destroy	Yes
<i>00-159 Decommissioning Records</i>					
Buildings, Facilities and Infrastructure Management (BFI)					
Building Files	ADM-BFI-02	LOA	10	Retain for the Life of the Asset then destroy	Yes
<i>00-148 Site Close Out Records</i>					
Maintenance and Repairs/Space Records	ADM-BFI-05	LOA	10	Retain for the Life of the Asset then destroy.	No
<i>00-100 Maintenance Requests</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Safety, Security and Access	ADM-BFI-07	EXP	2	Retain 2 years after expiration then destroy	No
<i>15774 Key Checkout Log</i>					

Community and Public Relations (COM)

Publicity and Promotion	ADM-COM-07	CR	5	Retain 5 years after create date, then destroy	Yes
<i>07-098 Marketing files</i>					

Education (EDU)

Course Development and Administration	ADM-EDU-02	CR	5	Retain 5 years after create date then destroy	No
<i>07-094 Course Packet Order Records</i>					

Fees - Students	ADM-EDU-05	CP	5	Retain 5 years after completion then destroy	No
<i>2599 Fee Cards, Student</i>					

Insurance - Student	ADM-EDU-07	EXP	4	Retain 4 years after expiration then destroy	No
<i>10-019 Student Health Insurance</i>					

Registration	ADM-EDU-10	CYE	30	Retain 30 year after calendar year end then destroy	No
<i>00-144 Registration Records</i>					

Student Loans	ADM-EDU-11	EXP	5	Retain 5 years after expiration then destroy	No
<i>2602 Student Loan Applications</i>					

Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<i>07-044 Student Work Study Applications</i>					

Equipment and Vehicle Management (EVM)

Maintenance and Repairs	ADM-EVM-02	CP	5	Retain 5 years after completion then destroy	No
<i>06-103 Vehicle Records</i>					

15776 Tow Book

University of Wyoming

Vice President for Administration (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Correspondence - Directors	ADM-GMT-03	PERM		Retain permanently	No
<i>94-379 Administrative Files</i>					
Correspondence - General	ADM-GMT-05	CR	3	Retain 3 years after create date, then destroy	Yes
<i>00-152 Correspondence</i>					
<i>06-023 Correspondence</i>					
<i>07-069 Correspondence</i>					
<i>07-097 General Correspondence</i>					
<i>10-010 Correspondence</i>					
Indexes and Finding Aids	ADM-GMT-09	PERM		Retain permanently	No
<i>15769 Master Name Card Index</i>					
Photographs and Visual Arts	ADM-GMT-16	CR	5	Retain 5 years after create date, then destroy	Yes
<i>06-032 Photograph Permission Forms</i>					
Program and Project Files	ADM-GMT-18	CP	5	Retain 5 years after completion then destroy	Yes
<i>10-017 Special Projects</i>					
Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
<i>00-155 Newsletter</i>					
Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
<i>94-386 Monthly/Quarterly/Annual Statistical Reports</i>					
Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>94-407 Life Insurance Premium Sheets</i>					
Transitory Records	ADM-GMT-26	OBS/SUP3		Retain 3 years after obsolete or superseded, then de	No
<i>00-108 Phone Logs</i>					
<i>00-151 Background Publications</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records	ADM-GMT-26	OBS/SUP3	Retain 3 years after obsolete or superseded, then de	No
06-027				
	<i>Identification Card Account Closing Records</i>			
06-033				
	<i>Postal Billing Records</i>			
06-099				
	<i>Bus Tallies</i>			
06-100				
	<i>Car Pool Rental Forms</i>			
06-101				
	<i>End of Month Reports</i>			
07-039				
	<i>Bulk Mail Work Order Forms</i>			
07-040				
	<i>Daily Departmental Postal Mail Slips</i>			
07-045				
	<i>United States Postal Service Form 3600</i>			
07-046				
	<i>United States Postal Service Form 3602</i>			
07-047				
	<i>United States Postal Service Form 3849</i>			
07-053				
	<i>Day Lot Shift Balance Report</i>			
07-054				
	<i>Day Lot Shift Report</i>			
07-055				
	<i>Day Lot Tickets</i>			
07-061				
	<i>Permit Affirmations</i>			
07-062				
	<i>Permit Applications</i>			
07-063				
	<i>Refund Request Forms</i>			
07-075				
	<i>Postal Accounts</i>			
07-086				
	<i>Copier Usage Data</i>			
07-095				
	<i>Customer Files and Order Forms</i>			
07-096				
	<i>Daily Financial Deposits/Reconciliation Worksheets</i>			

University of Wyoming

Vice President for Administration (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Transitory Records		ADM-GMT-26	OBS/SUP 3	Retain 3 years after obsolete or superseded, then de	No
10-027	<i>Transit/Charter Log Sheets</i>				
15770	<i>Dissemination Log</i>				
15771	<i>Telephone Log</i>				
15772	<i>Radio Log</i>				
15773	<i>Sound Recordings of Telephone Calls and Radio Communications</i>				
15775	<i>Radio Checkout Log</i>				
15777	<i>Condition Report</i>				
15779	<i>Lost and Found Property File</i>				
15780	<i>Teletype Reports</i>				
97-174	<i>Office Records</i>				
98-092	<i>Student Information Systems-Account Receivable Reports</i>				
98-093	<i>Student Information Systems-Billing Reports</i>				
98-094	<i>Student Information Systems-Calculation Reports</i>				
98-095	<i>Student Information Systems-Daily Account Summary Report</i>				
98-096	<i>Student Information Systems-Financial Aid Packages Reports</i>				

Travel Administration		ADM-GMT-27	CYE	2	Retain 2 year after calendar year end then destroy	No
10-025	<i>Pre-Trip Forms</i>					

Information Technology and Services (ITS)

Databases		ADM-ITS-03	OBS	3	Retain until obsolete, then destroy	No
94-415	<i>Computer Database Records (On-line Service Cards and Employee Data)</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Administration and Business Support (ADM)

Risk Management (RSK)

Accidents and Property Damage		ADM-RSK-01	CP	5	Retain 5 years after completion then destroy	No
<i>00-096</i>	<i>Accident Reports</i>					
<i>00-150</i>	<i>Accident Reports</i>					
<i>06-102</i>	<i>Vehicle Insurance Claims</i>					
<i>10-007</i>	<i>Claim Files</i>					
Incident Management		ADM-RSK-03	CP	10	Retain 10 years after completion then destroy	No
<i>10-018</i>	<i>Motor Vehicle Records</i>					
Insurance Certificates		ADM-RSK-04	CP	10	Retain 10 years after completion then destroy	No
<i>10-008</i>	<i>Certificate of insurance Forms</i>					
Insurance Policies		ADM-RSK-05	EXP	10	Retain 10 years after expiration then destroy	No
<i>10-009</i>	<i>Insurance Policies</i>					
<i>10-016</i>	<i>Coverage Questions</i>					

Employee Services (EMP)

Benefits Management (BEN)

Enrollment		EMP-BEN-02	CP	5	Retain 5 years after completion then destroy	No
<i>94-410</i>	<i>Insurance Reports</i>					
<i>94-411</i>	<i>Flexible Benefits Enrollment Forms</i>					
Notifications		EMP-BEN-03	CR	2	Destroy 2 years after create date	No
<i>94-402</i>	<i>COBRA Notification</i>					
<i>94-408</i>	<i>Insurance Premium/Deposit Form</i>					
Tuition/Courses Waiver Form		EMP-BEN-06	CR	4	Retain 4 years after create date, then destroy	No
<i>94-409</i>	<i>Tuition Waiver Forms</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Employee Services (EMP)

Payroll Management (PRL)

Reports - Payroll	EMP-PRL-03	CYE	7	Retain 7 years after calendar year end then destroy	No
2601 <i>Earning Records (Payroll)</i>					
94-370 <i>Personnel/Payroll Printouts</i>					
94-373 <i>Information Circular Authorization</i>					
94-401 <i>Personnel/Payroll Record for Limited Service</i>					

Personnel Management (PER)

I-9s	EMP-PER-08	TE	3	Retain 3 years after separation then destroy	No
03-254 <i>Immigration and Naturalization Records and I-9 Forms</i>					
Leave Records/UW Tenure & Promotions	EMP-PER-10	CP	3	Retain 3 years after completion then destroy	No
94-381 <i>Vacation/Sick Leave Records and Time Cards</i>					
94-400 <i>FLSA Determination Letter</i>					
94-404 <i>Sick Leave Donation Files</i>					
94-414 <i>U.W. On-line Sick, Annual, and Other Leave Records</i>					
Medical Records	EMP-PER-11	TE	30	Retain 30 years after separation then destroy	No
00-101 <i>Medical Reports</i>					
00-140 <i>Bloodborne Pathogen Accidents / Exposure Records</i>					
00-161 <i>NRC Form 4, Determination of Prior Occupational Doses</i>					
00-170 <i>Hazardous Materials Employee Records</i>					
Military Files/University Wyoming Personnel Files	EMP-PER-12	PERM		Retain permanently	Yes
03-279 <i>Termination Files</i>					
Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
00-102 <i>Personnel Records - Certificates of Training</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Short Term		EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
00-103	<i>Personnel Records - Correspondence</i>					
00-105	<i>Personnel Records - Performance Appraisals</i>					
00-106	<i>Personnel Records - Position Description Questionnaire</i>					
07-043	<i>Staff Personnel Records</i>					
07-064	<i>Staff Personnel Records</i>					
07-067	<i>Staff Personnel Records</i>					
07-071	<i>Staff Personnel Records</i>					
07-077	<i>Staff Personnel Records</i>					
10-014	<i>Staff Personnel Records</i>					
15781	<i>Personnel File</i>					
94-403	<i>Exit Interviews</i>					
94-412	<i>Insurance Cards</i>					
94-413	<i>Personnel Record & Recommendation Form & Personnel/Payroll Record - Benefit & Non-Benefit</i>					

Time and Attendance		EMP-PER-18	CYE	5	Retain 5 years after calendar year end then destroy	No
00-104	<i>Personnel Records - Leave Records</i>					
00-107	<i>Personnel Records - Time Sheets</i>					

Salary and Compensation Management (SCM)

Salary Surveys		EMP-SCM-02	CP	2	Retain 2 years after completion then destroy	No
94-369	<i>Salary Survey Records</i>					
94-371	<i>Point Counts Records</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Employee Services (EMP)

Staffing and Recruiting (SAR)

Applicants - Not Hired	EMP-SAR-01	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>03-278 Recruitment Files</i>					
<i>07-099 Position Applications</i>					
<i>2600 Personnel Requests/Personnel Record Card</i>					

Background Checks - Not Hired	EMP-SAR-02	CYE	3	Retain 3 year after calendar year end then destroy	No
<i>10-033 Background Screenings</i>					

Positions and Classifications	EMP-SAR-04	SUP	5	Retain 5 years after superseded then destroy	No
<i>94-368 Classification Studies (organizational, class, etc.)</i>					
<i>94-372 Classification Description Records</i>					
<i>94-374 PDQ's (Position Description Questionnaire)</i>					
<i>94-375 PAF (Position Authorization Form)</i>					

Vacancy Announcements	EMP-SAR-06	CP	2	Retain 2 years after completion then destroy	No
<i>94-383 Job Opportunities Bulletin</i>					

Training Management (TRM)

Course Management	EMP-TRM-01	CP	3	Retain 3 years after completion then destroy	No
<i>00-294 Employee Training Records</i>					

Employee Training File	EMP-TRM-02	TE	3	Retain 3 years after separation then destroy	No
<i>00-097 Employee Training Records</i>					
<i>00-141 Bloodborne Pathogen Training Records</i>					
<i>00-149 Training Records</i>					
<i>00-295 Hazardous Materials Employee Training Records</i>					
<i>94-416 Employee Training Record</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Employee Services (EMP)

Workers Compensation and Unemployment (WCU)

Claims	EMP-WCU-01	CP	5	Retain 5 years after completion then destroy	No
<i>15783 Worker's Compensation Claim Records and Supporting Records</i>					
<i>94-394 Unemployment Claims</i>					
<i>94-396 Unemployment Quarterly Statements</i>					
<i>94-405 Worker's Compensation Accident Files</i>					
Employer Reports	EMP-WCU-04	CYE	2	Retain 2 year after calendar year end then destroy	No
<i>94-406 Worker's Compensation Monthly Report</i>					

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>06-025 Debit Card Transactions Reports</i>					
<i>06-029 Invoices and Vouchers</i>					
<i>06-030 Invoices and Vouchers for Isotopes</i>					
<i>06-098 Accounts Payable Records</i>					
<i>07-041 Daily Postal Expense Printouts</i>					
<i>07-051 Credit Card Receipts</i>					
<i>07-087 Invoices</i>					
<i>07-088 Invoicing Worksheets</i>					
<i>8358 Vouchers, Interdepartmental Requests, and Attachments - State and Local Funds</i>					
<i>8359 Vouchers, Interdepartmental and Attachments - Federal Funds</i>					
Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>06-022 Cash Register Deposit Records</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Receivable and Revenue		FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>07-049</i>	<i>Cashier's Office Citation Reports</i>					
<i>07-050</i>	<i>Cashier's Office Deposit Receipts</i>					
<i>2604</i>	<i>Cash Receipts</i>					
Input/Output Financial		FIN-ACC-99	VER	1	Retain 1 year after verification then destroy	No
<i>15782</i>	<i>Payroll Data Input Records and Output Reports - Originals & Duplicates</i>					
<i>15784</i>	<i>Wyoming Uniform Accounting System Input Records - Originals & Duplicates</i>					
<i>15785</i>	<i>Wyoming Uniform Accounting System Output Reports - Originals & Duplicates</i>					
Interdepartmental Requests		FIN-ACC-05	FYE	3	Retain 3 years after the fiscal year end then destroy	No
<i>06-028</i>	<i>Inter-Departmental Requests, Invoices, Purchase orders and Vouchers</i>					
<i>06-097</i>	<i>Inter-Departmental Requests, Invoices, Purchase Orders and Vouchers</i>					
<i>07-042</i>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
<i>07-057</i>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
<i>07-066</i>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
<i>07-070</i>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
<i>07-074</i>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
<i>10-013</i>	<i>Inter-Departmental Requests, Invoices, Purchase Orders, and Vouchers</i>					
Ledgers - Subsidiary		FIN-ACC-08	FYE	6	Retain 6 years after the fiscal year end then destroy	No
<i>2606</i>	<i>Expense Ledgers</i>					
Reports - Accounting		FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>00-293</i>	<i>Alcohol Semi-Annual Accounting Records</i>					
<i>06-024</i>	<i>Credit and Debit Account Slips</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Financial and Accounting (FIN)

Accounting Management (ACC)

Reports - Accounting	FIN-ACC-10	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>07-048 Accounting and Budget Records</i>					
<i>07-065 Accounting and Budget Records</i>					
<i>07-068 Accounting and Budget Records</i>					
<i>07-073 Accounting and Budget Records</i>					
<i>07-089 Monthly Financial Reconciliation files.</i>					
<i>07-092 Account Charge Slips</i>					
<i>10-011 Accounting and Budget Records</i>					
<i>2597 Summary Voucher Registers</i>					
<i>2598 Summary Warrant Registers</i>					
<i>94-377 Accounting Input Records and Output Reports</i>					
<i>94-397 JTPA Ledger Sheets/Records</i>					

Asset Management (ASM)

Inventories	FIN-ASM-03	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>00-292 Alcohol Monthly Inventories</i>					
<i>07-093 Annual Inventories</i>					
<i>15786 Inventory Records and Reports - Originals and Duplicates</i>					

Bank Administration (BNK)

Statements and Reports	FIN-BNK-04	FYE	5	Retain 5 years after the fiscal year end then destroy	No
<i>2605 Checks and Check Transmittals</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<i>07-056 Grant Records</i>					

Investment Management (INV)

Redemptions	FIN-INV-06	EXP	3	Retain 3 years after expiration then destroy	No
<i>3556 Bonds and Coupons (Redeemed)</i>					

Procurement (PRO)

Purchase Orders and Requisitions	FIN-PRO-02	CP	5	Retain 5 years after completion then destroy	No
<i>2607 Purchase Orders (All copies)</i>					

Governance and Compliance (GAC)

Audit, Oversight and Compliance (AOC)

General	GAC-AOC-05	CP	5	Retain 5 years after completion then destroy	Yes
<i>00-158 Audits and Reviews of Radiation Safety Program Content and Implementation</i>					
<i>94-367 Audit Files</i>					

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM		Retain permanently	No
<i>06-031 Office Minutes</i>					

Human Rights Management (HRM)

ADA Accommodations	GAC-HRM-02	CP	5	Retain 5 years after completion then destroy	No
<i>07-059 Paratransit Applications and Records</i>					
<i>10-024 Paratransit Schedules</i>					
Affirmative Action/EEOC	GAC-HRM-03	CR	5	Retain 5 years after create date, then destroy	No
<i>03-277 Affirmative Action/Blue Sheets</i>					
<i>94-376 EEO/AA Plan</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Governance and Compliance (GAC)

Inspections and Monitoring (ISP)

Buildings and Construction	GAC-ISP-04	CP	5	Retain 5 years after completion then destroy	Yes
<i>00-169 Building Inspection Reports</i>					
Equipment and Vehicles	GAC-ISP-06	CP	5	Retain 5 years after completion then destroy	No
<i>06-026 Fume Head Inspection Reports</i>					
General	GAC-ISP-08	CP	5	Retain 5 years after completion then destroy	No
<i>00-153 Inspection Reports</i>					
<i>00-160 Monitoring Results</i>					
Hazardous Materials	GAC-ISP-09	CP	5	Retain 5 years after completion then destroy	No
<i>00-138 Explosive Inspections</i>					
Investigations	GAC-ISP-12	CP	5	Retain 5 years after completion then destroy	No
<i>00-110 Violations Correspondence and Supporting Documentation</i>					
Laboratory	GAC-ISP-13	CP	10	Retain 10 years after completion then destroy	No
<i>00-146 Laboratory Inspection Reports</i>					
<i>00-147 Laboratory Inspection Results Records</i>					
Mine Inspections/Building Material Samples	GAC-ISP-03	CP	30	Retain 30 years after completion then destroy	No
<i>00-145 Building Materials Sampling Results Records</i>					

Policy and Standards Management (PSM)

Policies, Procedures and Manuals	GAC-PSM-02	SUP	5	Retain 5 years after superseded then destroy	Yes
<i>00-109 Policies and Revisions</i>					
<i>94-378 Manuals and Handbooks</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Legal and Judiciary (LGL)

Contract Management (CTR)

General		LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
<i>07-090</i>	<i>University Department Contract Records</i>					
<i>07-091</i>	<i>Vendor Contract Records</i>					
<i>2603</i>	<i>Agreements and Contracts</i>					

Legal Matter Management (LMM)

Case Files		LGL-LMM-06	CP	10	Retain 10 years after completion then destroy	No
<i>94-380</i>	<i>Legal Actions Records, Grievances, Lawsuits, etc.</i>					
Hearings and Appeals		LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
<i>07-058</i>	<i>Parking Appeals Records</i>					
<i>07-076</i>	<i>Room and Board Contract Appeals</i>					
Investigations		LGL-LMM-22	CP	5	Retain 5 years after completion then destroy	Yes
<i>00-098</i>	<i>Investigation Findings and Correspondence</i>					

Licensing and Registration (LAR)

General		LGL-LAR-22	EXP	5	Retain 5 years after expiration then destroy	No
<i>00-139</i>	<i>Licenses to Dispense Alcohol</i>					

Litigation Management (LIT)

Case Files		LGL-LIT-01	CP	5	Retain 5 years after completion then destroy	Yes
<i>10-012</i>	<i>Litigation Files</i>					

Public Health Services (PHS)

Hazardous Material Management (HMM)

Radioactive Material		PHS-HMM-02	EXP	5	Retain 5 years after expiration then destroy	No
<i>00-165</i>	<i>Radioactive Materials Disposal Records</i>					
<i>00-166</i>	<i>Radioactive Material Receipt Records</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Public Health Services (PHS)

Hazardous Material Management (HMM)

Radioactive Material	PHS-HMM-02	EXP	5	Retain 5 years after expiration then destroy	No
<i>00-167 Radioactive Material Transfer Records</i>					
<i>00-168 Surveys, Measurement and Calculations Evaluating the Release of Radioactive Effluents into the Environment</i>					
Safety Data Sheets	PHS-HMM-03	OBS	30	Retain 30 years after chemicals are no longer used o	No
<i>00-154 Material Safety Data Sheets</i>					
Safety Programs	PHS-HMM-04	SUP	5	Retain 5 years after superseded then destroy	No
<i>00-162 Planned Exposure Records</i>					
<i>00-163 Public Exposure Dosages Records</i>					
<i>00-164 Radiation Safety Program Records</i>					
Waste Reports	PHS-HMM-05	CR	30	Retain 30 years after create date then destroy	Yes
<i>00-143 Laboratories Biological Hazards Surveys</i>					
<i>00-171 Hazardous Waste Manifests</i>					
<i>00-173 Hazardous Waste Tracking Records</i>					
<i>00-296 Waste Analyses and Classification Records</i>					

Hospital and Medical (HAM)

Incidents	PHS-HAM-11	CP	10	Retain 10 years after completion then destroy	No
<i>10-015 Incident Files</i>					

Laboratory Management (LAB)

Plans - Chemical Hygiene	PHS-LAB-03	PERM		Retain permanently	No
<i>00-156 University Chemical Hygiene Plan and Revisions</i>					
<i>00-157 University Department Chemical Hygiene Plans</i>					

University of Wyoming

Vice President for Administration (University of Wyoming)

Public Safety Services (PSS)

Emergency and Disaster Management (EDM)

Programs and Plans	PSS-EDM-06	SUP	5	Retain 5 years after superseded then destroy	Yes
<i>00-142 Exposure Control Plans</i>					

Law Enforcement (LAE)

Accidents and Incidents	PSS-LAE-02	CP	10	Retain 10 years after completion then destroy	Yes
<i>15767 Miscellaneous Incident Report Case File</i>					
<i>15768 Miscellaneous Incident Report Case File Log</i>					

Citation Management	PSS-LAE-05	CP	1	Retain 1 year after completion, then destroy	No
<i>07-052 Citation Payment Plans</i>					
<i>15778 Citation Log</i>					

Citation Management - Parking	PSS-LAE-07	CP	2	Retain 2 years after completion then destroy	No
<i>07-060 Parking Citations</i>					
<i>95-172 Parking Tickets - Paid or Voided</i>					

Training Management (TGM)

Law Enforcement	PSS-TGM-01	CR	50	Retain 50 years after create date then destro	No
<i>00-172 Hazardous Waste Operating Training Manuals</i>					

Vice President for Intercollegiate Athletics (University of Wyoming)

Administration and Business Support (ADM)

Archives, Library and Museum Management (ALM)

Collection Management	ADM-ALM-02	PERM		Retain permanently	No
<i>99-054 Art and Artifacts</i>					
<i>99-058 Motion Picture Film (Mens Basketball & Football)</i>					

University of Wyoming

Vice President for Intercollegiate Athletics (University of Wyoming)

Administration and Business Support (ADM)

Buildings, Facilities and Infrastructure Management (BFI)

Construction Project Files	ADM-BFI-03	LOA	10	Retain for the Life of the Asset then destroy 10 year	Yes
<i>99-065 War Memorial Stadium Construction Files</i>					

Community and Public Relations (COM)

Press and News Releases	ADM-COM-04	CR	5	Retain 5 years after create date, then destroy	Yes
<i>99-061 Press Releases</i>					

Education (EDU)

Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
<i>11-012 NCAA Demographic & Sport Sponsorship form</i>					
<i>99-059 Mountain States Intercollegiate Athletic Conference Minutes</i>					

General Management (GMT)

Event Management	ADM-GMT-07	CP	3	Retain 3 years after completion then destroy	Yes
<i>99-057 Game Day Files</i>					

Photographs and Visual Arts	ADM-GMT-16	CR	5	Retain 5 years after create date, then destroy	Yes
<i>99-060 Photograph Files</i>					

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>99-062 Scrapbooks</i>					
<i>99-064 UW Board of Athletics Control Files</i>					

Transitory Records	ADM-GMT-26	OBS/SUP3		Retain 3 years after obsolete or superseded, then de	No
<i>99-056 Directors Subject Files</i>					
<i>99-063 Subject Files</i>					

University of Wyoming

Vice President for Intercollegiate Athletics (University of Wyoming)

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<i>99-055 Biographical Files</i>					

Governance and Compliance (GAC)

Accreditation and Certification (AAC)

UW Football Bowl Subdivision	GAC-AAC-05	CR	10	Retain 10 years after create date, then destroy	Yes
<i>11-013 Football Bowl Subdivision Sponsorship Requirement form</i>					

Governance (GOV)

Bylaws	GAC-GOV-01	PERM		Retain permanently	No
<i>11-005 Personnel, NCAA Bylaw 11</i>					
<i>11-006 Amatuerism, NCAA Bylaw 12</i>					
<i>11-007 Recruiting, NCAA Bylaw 13</i>					
<i>11-008 Eligibility, NCAA Bylaw 14</i>					
<i>11-009 Financial Aid, NCAA Bylaw 15</i>					
<i>11-010 Awards & Benefits, NCAA Bylaw 16</i>					
<i>11-011 Playing & Practice Seasons, NCAA Bylaw 17</i>					

Vice President for Research (University of Wyoming)

Employee Services (EMP)

Personnel Management (PER)

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<i>98-118 Personnel Activity Report Forms</i>					

University of Wyoming

Vice President for Research (University of Wyoming)

Financial and Accounting (FIN)

Accounting Management (ACC)

Accounts Payables	FIN-ACC-09	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>98-120 Accounts Payable Records</i>					
Accounts Receivable and Revenue	FIN-ACC-12	FYE	7	Retain 7 years after the fiscal year end then destroy	No
<i>98-119 Accounts Receivable Records</i>					

Vice President for Student Affairs (University of Wyoming)

Administration and Business Support (ADM)

Education (EDU)

Discipline	ADM-EDU-03	CP	7	Retain 7 years after completion then destroy	No
<i>01-246 Discipline Records (aka Citizenship Records)</i>					
Programs	ADM-EDU-09	CP	5	Retain 5 years after completion then destroy	Yes
<i>01-247 SPURS Records</i>					
<i>01-259 Program Records</i>					
Student Records	ADM-EDU-12	CP	5	Retain 5 years after completion then destroy	No
<i>02-239 Student Records</i>					
<i>03-167 Student Placement Records</i>					

General Management (GMT)

Program and Project Files	ADM-GMT-18	CP	5	Retain 5 years after completion then destroy	Yes
<i>04-083 Project Files</i>					
Publications	ADM-GMT-19	CR	5	Retain 5 years after create date, then destroy	Yes
<i>04-160 Publications</i>					
Reports - Annual	ADM-GMT-21	CR	7	Retain 7 years after create date, then destroy	Yes
<i>98-012 Annual Reports and Publications</i>					
Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>04-084 Scrapbooks</i>					

University of Wyoming

Vice President for Student Affairs (University of Wyoming)

Administration and Business Support (ADM)

General Management (GMT)

Reports - General	ADM-GMT-22	CR	5	Retain 5 years after create date, then destroy	Yes
<i>98-014 Student Loan Fund Association Committee Records</i>					

Transitory Records	ADM-GMT-26	OBS/SUP3		Retain 3 years after obsolete or superseded, then de	No
<i>04-080 Administrative Program Records</i>					
<i>04-081 Administrative Program Records</i>					

Information Technology and Services (ITS)

Web Management	ADM-ITS-08	CR	3	Destroy 3 years after create date	Yes
<i>01-260 Web Site</i>					
<i>04-085 Web Site</i>					

Employee Services (EMP)

Personnel Management (PER)

Immigration	EMP-PER-09	CP	10	Retain 10 years after completion then destroy	No
<i>94-472 Immigration Files</i>					
<i>94-473 Immigration Files - Discontinued</i>					

Personnel Files - Short Term	EMP-PER-14	TE	5	Retain 5 years after separation then destroy	No
<i>02-237 Staff Personnel Records</i>					

Student Employment	EMP-PER-16	TE	5	Retain 5 years after separation then destroy	No
<i>02-238 Student Employment Records</i>					

Financial and Accounting (FIN)

Grant and Scholarship Management (GRM)

Grant Files	FIN-GRM-01	CP	10	Retain 10 years after completion then destroy	No
<i>98-013 Grants and Financial Aid Statements</i>					

University of Wyoming

Vice President for Student Affairs (University of Wyoming)

Governance and Compliance (GAC)

Governance (GOV)

Minutes, Resolutions, and Ordinances	GAC-GOV-03	PERM	Retain permanently	No
<i>01-258</i> <i>Agenda and Minutes of Meetings</i>				
<i>04-082</i> <i>Committee Meeting Agendas & Minutes</i>				

Records Management (RCM)

Destruction Certificates	GAC-RCM-03	PERM	Retain permanently	No
<i>02-236</i> <i>Record of Documents Destroyed</i>				

Legal and Judiciary (LGL)

Contract Management (CTR)

General	LGL-CTR-04	EXP	10	Retain 10 years after expiration then destroy	No
<i>01-145</i> <i>Entertainment Contracts</i>					

Legal Matter Management (LMM)

Case Files	LGL-LMM-06	CP	10	Retain 10 years after completion then destroy	No
<i>04-161</i> <i>Legal Case Files</i>					
Hearings and Appeals	LGL-LMM-21	CP	5	Retain 5 years after completion then destroy	Yes
<i>01-248</i> <i>University Board of Appeals Records</i>					

Public Health Services (PHS)

Hospital and Medical (HAM)

Patient Records - Adults	PHS-HAM-18	CP	7	Retain 7 years after completion then destroy	No
<i>96-10</i> <i>Client Counseling Files</i>					